

Edexcel GCSE in Business – Unit 2 Controlled Assessment Record Sheet

Qualification title	Tick (✓) chosen qualification title
GCSE in Business Studies (2BS01)	<input type="checkbox"/>
GCSE in Business Communications (2BC01)	<input type="checkbox"/>
GCSE in Business Studies and Economics (2BE01)	<input checked="" type="checkbox"/>
GCSE (Short Course) in Business Studies (3BS01)	<input type="checkbox"/>

	Examination year: 2013
Centre name:	Centre number:
Candidate name:	Candidate number:

One task is to be chosen.

Controlled assessment - Unit 2: Investigating Small Business				
Task: <u>4</u>				
Research	Present information/data	Analysis	Evaluation	TOTAL:
3 /12	4 /8	8 /12	6 /8	21 /40

Declaration of Authentication: I declare that the work submitted for the assessment has been carried out without assistance other than that which is acceptable under the scheme of assessment (unless indicated on the back of this mark record sheet).

Signed (teacher):	Date: 21/4/13
Name of teacher:	
Signed (candidate):	Date: 14/4/13

Please attach this sheet to the student's work before submitting it to the moderator.

Every year, a few Controlled Assessment tasks are used for teaching and learning support activities. Any information which may identify a school, teacher or candidate is removed from the work before use.

If you do not wish your work to be used for these activities, please tick here ☐

Task 4: How might the business you have chosen improve its recruitment process?

The business that I have chosen to write about in this controlled assessment is semlogistics, which is an oil storage company. I have been focusing on the current recruitment process is for semlogistics and have asked what they feel that semlogistics could do to improve their recruitment process. At the end of this I will hope to be able to identify two ways that semlogistics can improve this recruitment process and have reasons why these improvements can be made.

When doing the controlled assessment I have sent out a questionnaire to the HR manager of semlogistics to find out a bit more about the current recruitment process that semlogistics use.

From the questionnaire I have found that semlogistics currently employ around 42 members of full time staff. And use these staff to help with their recruitment process this is as they generally rely on recommendations from the existing full time employees. This will get the people who have been recommended by the employees to the interview stage and will then determine whether or not these people who have been recommended are suitable for the job in hand. F.

Also the questionnaire has shown that semlogistics do not have a standard application form. But instead of this they have an aptitude test. These tests involve knowledge involving maths, electrical, mechanical and instrumentation disciplines. The results from these aptitude tests are recorded and will be used with the scoring mechanisms along with knowledge of the company, academic background and experience. This aptitude test will then be analysed to give an overall impression of the employee. F.

When asked what media they used to advertise their recruitment they said when they feel the need to advertise local newspapers will be used to advertise for these jobs. This is because normally they don't really feel the need to advertise because they go from recommendations. So when there are not really any recommendations or when the people that have been recommended are taken to the interview stage and not given good interviews, this is where they start to feel the need to advertise in the local newspapers for jobs. UoR.

When new employees have been employed people by semlogistics all of their documents and notes taken throughout the recruitment process will be retained on average for a minimum of 5 years.

I feel that all of the answers that have been given to me throughout this questionnaire have been very useful to know more about

<u>No. Of employees</u>	<u>Current recruitment process?</u>	<u>Standard Application for?</u>	<u>Do you use aptitude tests?</u>
Around 42	Recommendations from current full time employees.	No.	Yes, consist of maths, electrical, mechanical and instrumentation disciplines
<u>Do you use any form of scoring mechanisms?</u>	<u>What Media Do you use to advertise for recruitment?</u>	<u>Do you retain recruitment documents? If yes, how long for?</u>	<u>Do you feel that there are any improvements that can be made to your current recruitment process?</u>
Yes, candidates are scored on their aptitude tests, knowledge of the company, academic background and experience.	If advertising in necessary semlogistics use local newspapers.	Yes, on average our recruitment documents are kept for around 5 years.	Advertising on social networking sites such as facebook and twitter to get it seen by younger audiences and also make an online application to go onto the semlogistics website.

the current recruitment process of semlogistics I have found how they go about employing people and how they get the people to the interview stage.

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The table above shows the questions that I have sent out on the questionnaire and also the answers that I have been given. I have presented it in this way as I feel that it will be easy to view and also easy to analyse when it comes to writing an analyses.

One of the other things that was said by the semlogistics HR manager is that sometimes people just post in there CV's and sometimes semlogistics will just act on that instead of having recommendations from the current employees this can sometimes make the recruitment process a lot easier.

Advantages and disadvantages for the current recruitment process used is semlogistics are.

<u>Advantages</u>	<u>Disadvantages</u>
Potential employees will be judged on knowledge and not personality or looks.	People cannot apply online
All documents from recruiting current employees will be kept for 5 years or more.	There is no standard application form
All people going the interview stage will be thoroughly tested to make sure that they know that this is the right person for the jobs	Don't tend to advertise for potential jobs.

I feel that semlogistics could improve their current recruitment process by...

- Advertising for jobs online.
- Put a standard application form on there website.
- Advertise on some social networking site.

I feel that these changes could be made just so that other people could get the opportunities to get the jobs that are currently going at semlogistics, also because they don't really have a plan be for when they haven't found a potential employee they have no other ways to find these people. This is why I feel that they should advertise for jobs online because on average more people will look for new jobs online and then can apply online as well. And also research has shown that current businesses will try and set up an account for a social networking site, such as Facebook, Twitter, and also LinkedIn this is good to keep people who use these sites updated on what is currently happening with the business and any news that the business people may want the people on these site to

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know about. Also it can make younger people know that there will be jobs going and will be able to apply if they feel that they could be good for the job. But when using these social networking sites the business should be very careful with what they write because people may take it the wrong Co. way or other companies who may not like what has been written. So these people should always be careful when posting on social networking sites about a business. This will also make more potential employees for the business and from this they will be able to make a more balanced judgement about whom the company feel that is more reliable and trustworthy to have the job.

All of the information that I have mentioned above I feel is useful to support my points. For example, the questionnaire that I had sent out to the HR manager gave me quite a bit of knowledge about the current recruitment process used within the company. It told me what they look UoR. for when going through the interview stage. And what information they like to know before coming to their final decisions of who to employ. From all of this I can make a final suggestion about how the company-semlogistics can improve its current recruitment process. It could do so by improving its advertising technique because at the moment they go by F/R. the current employee recommendations and if needed they will use a local newspaper. From these two things not all people will be able to see these advertisements for jobs because not all people would think of looking for jobs in newspapers. This is why semlogistics should consider advertising for jobs on recruitment websites, these websites. These websites are set up to advertise current jobs that are going for your business, you can send in and view the candidates curriculum vitae to see if an interview will be necessary for them. But these sites do come with disadvantages such as having to pay a small fee to advertise for jobs and also to access the curriculum vitae/résumé.

Another way of using online websites to advertise your jobs is to use job search engines. These websites allow job seekers to search across multiple websites. Some newer search engines have a list of a traditional job boards. These normally these websites don't charge but if they do it was be a very small amount.

To conclude at the moment the business that I have chosen, being F. semlogistics currently do not tend to advertise for their jobs very well this is because they don't feel the need to due to the fact that they currently go by the recommendations of others. If needs be they will advertise in local newspapers. I feel that this limits the amount of applications that the company will get. They should focus on other ways of advertising as well as just advertising in local newspapers. This is

because as I have discussed before not all people are going to apply for the job because at the moment people tend to use job searching websites instead because they are quicker and easier to use and is all online so no paper needed meaning no extra costs of postage etc. this makes it easier for both the potential employee and also the company itself.

Another way that semlogistics can improve there recruitment process is to use a standard application form which can be completed both online and on paper if needed. This will then also make it easier for the company to recruit because from this form they will know what they are looking for and so will the person or people whom are applying for the job. But other than these two improvements that I have chosen to pick up on the current recruitment process seems good because it can not be seen as biased because all people are thoroughly tested throughout the interview stage to make sure that there will be no unfair advantages for any of the people who are applying for any of the jobs. Therefore the recruitment process currently being used is good but there is room for some improvements to be made.

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reasonably well focused at the question.

Limited research and presentation.

Some good analysis and evaluation.